



WebTADS Overtime Request Overview

<https://webtads.nasa.gov>

New Overtime Request for : TIGER, TIGGER T

Save for Later Submit for Approval

Initiator MONSTER, MIKE M

Approver SPANIEL, LADY C

Pay Period 01/27/2002-02/09/2002

Justification

Sitting console for Space Station.

Hours	Hour Type
12	OT In Lieu Of CTE
0.0	HW
0.0	RCTE
0.0	CTE

[List Overtime Requests](#)

The employee (or, point of contact) can submit an overtime request.

Requests are made up to 6 pay periods in advance.

The request can be modified during the request/approval process.

Approve/disapprove commands are available on the overtime request summary page.

A justification is required to complete the overtime request.

An email notification is made when the request is submitted to the approver.

Overtime Requests for : TIGER, TIGGER T

Id	Submitted	Status	Initiator	Employee	Approver	Details	Actions
1	05/01/2003	Submitted	MONSTER, MIKE M	TIGER, TIGGER T	SPANIEL, LADY C	01/27/2002 - 02/09/2002 OT 12.0 Sitting console for Space Station.	History Notify Modify Approve Disapprove
2	05/01/2003	Approved	MONSTER, MIKE M	TIGER, TIGGER T	MONSTER, MIKE M	02/10/2002 - 02/23/2002 OT 4.0 CTE 8.0 Because... -- APPROVED on Thu May 01 10:53:31 CDT 2003 by MONSTER, MIKE M	History Notify View

Note: Missing information is marked with !. Withdrawn and Expired requests are marked with X.

WebTADS - NASA's Web-based Time and Attendance System - Microsoft Internet Explorer

Address: <https://localhost:8080/webtads.view.LoginServlet>

WEBTADS TEST (DEVELOPMENT) Welcome: TARZAN JUNGLE System: Normal

My Timesheet List Timesheets Reports Administration Online Support Logout

Name: JUNGLE, TARZAN O Tour Type: S Route: DISNY SSN: 666-66-6666
FLSA: Exempt Part-time hrs: 16 Phone: 256-555-6666 Tour of Duty: 8:00
Approved: No Approved By: Email: JOHN.DOE@TEST.NASA.GOV

Hello from WebTADS.

CRITICAL_100 OT not allowed. Corresponding request has not been submitted. Need to submit hrs (OT 8.0). [Create Request](#)
CRITICAL_101 OT not allowed. Corresponding request has not been approved. Need to approve hrs (OT 8.0). This is an APPROVER task. [Review Requests](#)

Update Reset Normal (01/27/2002 - 02/09/2002)

Approval Status: N

Project	Total	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02
SHUTTLE REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
SHUTTLE OT	8.0	0.0	4.0	4.0	0.0	0.0	0.0	0.0
Week 1 Total	48.0	0.0	12.0	12.0	8.0	8.0	8.0	0.0

To make an expedited request that pre-fills the request form with the hours "as-worked", click here.

Quick Facts

- The overtime request and approval process is verified with timesheet edits.
- A CRITICAL error is generated when the request or approval is missing.
- Approvals may occur as late as the time of approval of the timesheet, which is typically after the payperiod has officially ended (WebTADS Monday)
- Approval may be made "after" the time worked

Available hour type selections differ based on the employee's hourly rate (HR).

HR <= GS10/S10

OT
HW
RCTE
CTE in Lieu of OT

HR > GS10/S10

OT in Lieu of CTE
HW
RCTE
CTE

Examples in this handout are taken from the WebTADS test database and use fictitious employees.

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